



UNITED STATES
POSTAL SERVICE

***Temporary Change of Address
Cards PS Form 3575
(Military COA Examples)***



COA INFORMATION (PS FORM 3575) (Temporary Move Information)

- **The Temporary Move is good for 6 months from the Start Date.**
 - **A 2nd Temp COA can be submitted for a total of 12 months (No more than 12 months total are allowed).**
 - **The Temp Move should be utilized for:**
 - **6 Month UPD/MEU deployments.**
 - **Assignment to Temporary Assigned Duties (TAD) to On-Base or Off-Base addresses less than 7 months.**
 - **Temporary COA don't have to be re-submitted, forwarding order expires on the "End Date" or at 6 months.**
 - **The Minimum Temp Move Period is 14 days.**
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CHANGE OF ADDRESS FORM - PS FORM ~~3575~~

Temp COA Form Completion Information

- Write in all CAPS, No Punctuation & Use Black or Blue Ink
- The “Individual” block will be checked for all moves to or from Camp Pendleton (ZIP 92055) for single Marines or Sailors residing in the barracks.
- Military Addresses will go in the 1st line of Blocks 7a or 8a
 - Blocks 7a & 8a are restricted to 30 characters for CONUS addresses
 - The Box Number or Unit Number are the most important
 - Pendleton Units will be BOX 555XXX or PO BOX 43XXXX for Pulgas
- **DO NOT USE the “APT or SUITE” Block**



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COA Additional Information

- **USPS recommends that changes are submitted at least 14 days in advance. No more than 3 months in advance.**
- **Mail may take 7-10 days to start showing up directly after COA is submitted.**
- **USPS will forward 1st Class, Priority & Express Mail for 6 months with a Temporary COA.**
- **Newspapers & Magazines for 60 days and 60 days to APO/FPOs.**



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Temp ICOA/TCOA Information

- **Internet Change of Address (ICOA) Requests can be submitted via USPS.com or Telephone Change of Address (TCOA) at (1800-ASK-USPS)**
 - **Cost - \$1 verification fee charged to your credit card. AMEX, Discover, Mastercard or Visa is accepted.**
 - **Credit Card must match Old or New Mailing Address.**
 - **The COA can be completed online (Moversguide.com), printed then mailed or taken to the local Post Office on the bottom of the form for free.**
 - **ICOA will not work with Camp Pendleton's unit addresses because they are listed in Address Management System as Business addresse; however, a hard copy COA can still be submitter.**



CHANGE OF ADDRESS FORM - PS FORM 3575

(Temporary Move On Base)

OFFICIAL MAIL FORWARDING CHANGE OF ADDRESS ORDER												OFFICIAL USE ONLY			
Please PRINT items 1-10 in blue or black ink. Your signature is required in item 9.												Zone/Route ID No.			
1. Change of Address for: (Read Attached Instructions)						2. Is This Move Temporary?						Date Entered on Form 3982			
<input checked="" type="checkbox"/> Individual (#5) <input type="checkbox"/> Entire Family (#5) <input type="checkbox"/> Business (#6)						<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No						M M D D Y Y			
3. Start Date:						4. If TEMPORARY move, print date to Discontinue forwarding:						Expiration Date			
(ex. 02/27/07) 0 5 1 2 0 7						(ex. 03/27/07) 1 1 1 2 0 7						M M D D Y Y			
5a. LAST Name & Jr./Sr./etc						5b. FIRST Name and MI						Clerk/Carrier Endorsement			
JAMES						HARDCORE									
6. If BUSINESS Move, Print Business Name															
PRINT OLD MAILING ADDRESS BELOW: HOUSE/BUILDING NUMBER AND STREET NAME (INCLUDING ST., AVE., CT., ETC.) OR PO BOX															
7a. OLD Mailing Address						7b. For Puerto Rico Only: If address is in PR, print urbanization name, if appropriate									
Box 555607															
7a. OLD APT or Suite															
7c. OLD CITY						7d. State						7e. ZIP			
CAMP PENDLETON						CA						92055			
PRINT NEW MAILING ADDRESS BELOW: HOUSE/BUILDING NUMBER AND STREET NAME (INCLUDING ST., AVE., CT., ETC.) OR PO BOX															
8a. NEW Mailing Address						8b. For Puerto Rico Only: If address is in PR, print urbanization name, if appropriate									
Box 555001															
8a. NEW APT/Ste or PMB															
8c. NEW CITY						8d. State						8e. ZIP			
CAMP PENDLETON						CA						92055			
9. Print and Sign Name (see conditions on reverse)												OFFICIAL USE ONLY			
Print JAMES HARDCORE															
Sign JAMES HARDCORE															
10. Date Signed:															
(ex. 01/27/07) 0 5 0 5 0 7															
PS FORM 3575 JANUARY 2007 Visit usps.com to change your address online or call 1-800-ASK-USPS (1-800-275-8777) 0107															



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COA INFORMATION (PS FORM ~~3575~~)

APO/FPO Move Information

- **APO/FPO addresses are limited to 22 characters to include the unit name and unit number.**
- **The COA will forward mail to a APO/FPO address but it should be a permanent change if more than 6 months.**
- **USPS.com can not be used for any APO/FPO moves it must be submitted with a hard copy COA.**
- **PS Form 3575 can not be used to forward mail from an APO/FPO at this present time. Service members must notify publishers, family and friends of their change of address.**



CHANGE OF ADDRESS FORM - PS FORM 3575

(Temporary Move to FPO Address)

OFFICIAL MAIL FORWARDING CHANGE OF ADDRESS ORDER												OFFICIAL USE ONLY			
Please PRINT items 1-10 in blue or black ink. Your signature is required in item 9.												Zone/Route ID No.			
1. Change of Address for: (Read Attached Instructions)						2. Is This Move Temporary?						Date Entered on Form 3982			
<input checked="" type="checkbox"/> Individual (#5) <input type="checkbox"/> Entire Family (#5) <input type="checkbox"/> Business (#6)						<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No						M M D D Y Y			
3. Start Date:						4. If TEMPORARY move, print date to Discontinue forwarding:						M M D D Y Y			
(ex. 02/27/07)						(ex. 03/27/07)						(ex. 03/27/07)			
5a. LAST Name & Jr./Sr./etc						5b. FIRST Name and MI						Expiration Date			
JAMES						HARDCORE						M M D D Y Y			
6. If BUSINESS Move, Print Business Name												Clerk/Carrier Endorsement			
PRINT OLD MAILING ADDRESS BELOW: HOUSE/BUILDING NUMBER AND STREET NAME (INCLUDING ST., AVE., CT., ETC.) OR PO BOX															
7a. OLD Mailing Address						7b. For Puerto Rico Only: If address is in PR, print urbanization name, if appropriate									
BOX 555607															
7a. OLD APT or Suite															
7c. OLD CITY						7d. State						7e. ZIP			
CAMP PENDLETON						CA						92055			
PRINT NEW MAILING ADDRESS BELOW: HOUSE/BUILDING NUMBER AND STREET NAME (INCLUDING ST., AVE., CT., ETC.) OR PO BOX															
8a. NEW Mailing Address						8b. For Puerto Rico Only: If address is in PR, print urbanization name, if appropriate									
UNIT 42366															
8a. NEW APT/Ste or PMB															
8c. NEW CITY						8d. State						8e. ZIP			
FPO						AP						96426			
9. Print and Sign Name (see conditions on reverse)						10. Date						OFFICIAL USE ONLY			
Print JAMES HARDCORE						Signed: 050507									
Sign JAMES HARDCORE						(ex. 01/27/07)									
PS FORM 3575 JANUARY 2007 Visit usps.com to change your address online or call 1-800-ASK-USPS (1-800-275-8777) 0107															